

**Congratulations.** Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Zoning and Buildings staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**

**City of Rochester**  
Department of Neighborhood  
and Business Development  
**City of Rochester Permit Office**  
City Hall, Room 121B  
30 Church Street  
Rochester, New York 14614



## Obtaining a **Pool Permit**

How to  
**Make the  
Process Go  
Smoothly.**

**B**elieve.



City of Rochester, NY  
*Lovely A. Warren, Mayor*  
*Rochester City Council*





## 1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including size and location of the pool.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office and at [www.cityofrochester.gov](http://www.cityofrochester.gov), type "building permits" in the search box.

## 2 Follow Through with Application Requirements:

- Obtain the required electrical permit for the pump/filter connection. The pool permit cannot be issued prior to electrical permit.
- If the installer is a single family owner-occupant, a licensed electrician is not required.
- Ensure that all necessary inspections are performed. A final inspection upon installation of pool is required.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

## 3 Supply Additional Submissions:

You must also include two (2) copies each of:

- An Instrument Survey Map of the property.
- Construction details for deck, drawn to scale, (if applicable), and location and type of any overhead utility lines.

## 4 Pay the Required Fees:

The fee for your permit is \$50.

### Helpful Information:

- All in-ground pools require a minimum four (4) ft. high fence. A separate fence permit is required.
- Above ground pools with a rim less than 48" above grade require a minimum four (4) ft. high fence. **A separate fence permit will be required.** Above ground pools with a rim higher than 48" above grade can substitute a removeable lockable ladder in place of the fence.
- If a deck is proposed, please refer to deck guidelines.
- Call **428-6526** for additional pool and enclosure requirements.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

### Department of Neighborhood and Business Development

City of Rochester Permit Office  
City Hall, 30 Church St., Room 121B  
Rochester, New York 14614

**Monday–Friday, 9:00 am to 5:00 pm**

**Questions? Call 311**

**[www.cityofrochester.gov](http://www.cityofrochester.gov)**